

Approved For Release 2001/09/03 : CIA-RDP79-00498A000300030011-3

DDA 76-4388

1 September 1976

MEMORANDUM FOR: F. W. M. Janney  
Director of Personnel

FROM : [REDACTED]  
Executive Officer, DDA

SUBJECT : State of the Directorate Address

Fred:

1. Mr. Blake plans to give a State of the Directorate address on 23 September at <sup>2:30</sup>~~10:30~~ A. M. in the Auditorium. As you know, such an address has not been given for the last two years. He plans to cover, just briefly, Office of Personnel recruitment and would like to have a vu-graph that reflects recruitment statistics through 1975 to date. Also, would you please provide the outline of a script covering several minutes.

2. It is requested that your script outline, as well as the vu-graph, be submitted to the undersigned by COB 16 September.

[REDACTED] STATINTL

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# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

State of the Directorate Address

STATINTL

FROM:

Executive Officer, DDA

EXTENSION

NO.

DDA 76-4388

DATE

1 September 1976

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. F. W. M. Janney  
Director of Personnel

2 SEP 1976

J

2. DA Pas

2 SEP 1976

J

3. DA Pas

3 SEP 1976

J

4. DA Pas / RTP

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.


- 4 -  
Suspense to  
DA Pas -  
15 Sept 76  
Arrange Hand Cams

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SCRIPT TO ACCOMPANY RECRUITMENT VIEWGRAPH

I thought you might be interested in the effects the substantial adverse media publicity and the investigations had on the Agency's CY-1975 recruitment efforts and how we are doing in CY-1976. As you can see on the viewgraph, the results are quite surprising. We recognize, of course, that adverse economic conditions on the "outside" helped our 1975 recruiting effort. It is equally clear, however, that the constant barrage of Agency publicity did not deter many thousands of individuals from expressing interest in Agency employment. As you can see, employment inquiries were up 40.3%; recruiter conducted interviews were up almost 40%.

STATINTL The bottom part of the viewgraph shows comparable statistics for a three year period -- from January through August. Applicant activity remains high. For example, for the period January through August 1976, more recruiter interviews were conducted than for the whole Calendar Year 1974.



As usual, our 1975 recruitment activities were national in character. Applicant response was high in all sectors of the country, with the most dramatic increase in the southeast. Every regional area of the United States and more than 150 colleges and universities were represented among the professional personnel who EOD during that year.

The quality of individuals applying for professional jobs is truly outstanding. Cum laude and magna cum laude bachelor degree holders are common. Since our professional needs are quite small, competition for almost every position is intense. Many fine individuals are, unfortunately, turned away. Of the professional applicants actually chosen for employment during CY-1975, approximately 60% had graduate degrees.

The Agency is still well-received at academic institutions, by industrial contacts, private groups, associations, and the like. During CY-1975 & 76, only a handful of campus incidents have marred our efforts.

Our minority recruitment efforts in 1975 and 1976 have been aggressive and somewhat productive but not to the extent we had hoped. Minority candidates are scarce in many of the academic disciplines and professional occupations from which we draw to fill our personnel requirements, e.g., graduate-level economists, engineers, linguists with near native capabilities.

We are beginning an even more intensive effort in the recruitment cycle of 1976, which begins in October, to improve our minority employment posture. As many of you may know by now, corollary to this is a new internal procedure, just approved by the Director, to speed up the internal decision-making process on minority applicants. Simply put, the Office of Personnel has designated a senior officer as Coordinator for Minority Employment; each Deputy Director and Head of an Independent Office has done the same. These Coordinators have been delegated decision-making authority. The Office of Personnel Minority Employment Coordinator is [REDACTED]. The DDA Minority Employment Coordinator is Mike Malanick. Mike will be assisted by [REDACTED]

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Under the new system, when a minority application is received, the Office of Personnel Coordinator will thoroughly review the individual's qualifications against specific job requirements. Unimpressive applicant files will be rejected on the spot to keep marginal candidates from cluttering up the system as they now do. The Office of Personnel Coordinator will then hand-carry what in his estimation are "good" cases to the appropriate Coordinator for face-to-face discussions on their merits. The latter will do the same thing at the Office level. A decision to bring a minority applicant in for an interview or to put that individual in process can be made within a matter of days.

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